

August 21, 2013

Dear Alameda Property Owner:

This letter is to inform you that the City of Alameda has received an **application for Design Review** for an exterior alteration (PLN13-0226) at **305 Spruce**. The project will be reviewed by Planning Division staff and a final decision will be made on **September 4, 2013**.

DESCRIPTION OF WORK:

The project consists of removing the 533 SF kitchen/laundry in the front of the residence and constructing a new 429 SF kitchen/laundry and 4-ft 6-inch high deck towards the rear of the residence. The total square footage of the residence will be reduced by 140 SF. Work includes a new door and new windows on the right side of the residence. The wood shingle exterior of the residence will remain.

The residence is listed as “S’s” in the *Architectural and Historical Resources of the City of Alameda*.

The project is located within an R-4 (Neighborhood Residential) zoning district.

TO FIND OUT MORE:

Plans are available for review at the City of Alameda Community Development Department, 2263 Santa Clara Avenue, Room 190. Christina Ratcliffe, the project planner, may be contacted at 747-6805, if you would like to discuss this project or schedule an appointment to review the plans. You may also provide comments via email: CRatcliffe@Alamedaca.gov.

COMMENTS?

Written (either on paper or e-mail) comments may be submitted to the Community Development Department within ten (10) calendar days of this letter. Based on all the information in the record, a determination to approve or deny the application will be made on September 4, 2013.

TO APPEAL THE DECISION OF THE PLANNING DIRECTOR:

Once the decision is made, a ten (10) calendar day appeal period shall commence. During that ten day period, any interested person may appeal the decision to the Alameda Planning Board. The appeal must be in writing and filed with the Community Development Department, Planning Division. The appeal must state in detail the factual basis for the appeal. A fee of \$250 (+ \$500 Deposit) is required at the time of submittal of the appeal for a residential project. An appeal fee of \$350 (+ \$2,500 Deposit) is required for the appeal of a commercial project.